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**State of Georgia
Office of the Inspector General**

OIG Open Records Act Log Sheet

<input type="checkbox"/> Telephone Request	Date:
<input type="checkbox"/> Request made in Person	<input type="checkbox"/> Letter Request <input type="checkbox"/> FAX Request
Requestor Name:	
Requestor Address:	
Requestor Phone Number: ()	
Type of Records Requested:	
Name of Individual or Subject:	
Date of Record or Report:	
Location:	
Case Number (if available):	
Other Information:	
Prepared By: _____	

OIG Employee
